



MANDATORY TRAINING RECORD

The Department’s goal is to provide a safe, healthy and secure working environment. This form lists and tracks the training required for each employee within the Department of Civil Engineering. Access to research facilities, labs & workshop will not be permitted until the employee/facility user has received the required training.

NOTE: Appointment will not be processed until the Finance Office has received this completed form.

Employee / Name	_____	Start Date	_____
Visitor	_____	Supervisor	_____
Position/Status	_____	(print)	_____

Step 1: Please indicate your work location

CEME Building (please specify room #) _____

Rusty Hut (please specify room #) _____

Other (please specify) _____

Step 2: Complete Training Information

Online Mandatory training courses can all be found at <https://wpl.ubc.ca> The New Worker Safety Orientation Part 2 (Civil Site Specific Checklist) can be found on the Civil Engineering Website at <http://civil.ubc.ca/our-department/hse/training>

Mandatory / Required Training	Date Completed	Administrator Initials
New Worker Safety Orientation - Part 1 (online training)		
New Worker Safety Orientation - Part 2 (Civil Site Specific Orientation Checklist)		
Preventing & Addressing Workplace Bullying & Harassment (online training)		
Privacy & Information Security Fundamentals Part 1 (online training)		
Privacy & Information Security Fundamentals Part 2 (online training)		
Workplace Violence Prevention Training (online training)		

Email Online Certificates and Civil Site Specific Checklist to: mandatorytraining@civil.ubc.ca

Access to any Civil Engineering Laboratory, Workshop and/or Research Facility requires that you complete a SITE SPECIFIC LAB ORIENTATION. Please contact Scott Jackson scottj@civil.ubc.ca with the lab room number to schedule your lab orientation.

Step 3: Acknowledgement of Responsibility

*In addition to the above training, I acknowledge that there may be other requirements that I am responsible for at a later date. This may include (but is not limited to) additional training, completing a **Project Proposal, a Field Work Safety Plan** and or developing a **Working Alone Plan**. I understand that I am responsible to get the appropriate training (and plans) done before starting any work and agree to follow the rules and instructions that the Civil Engineering department has instituted.*

Employee /Visitor Signature:	_____	Date:	_____
Supervisor Signature:	_____	Date:	_____

For Office Use Only

Administrator Signature:	_____	Date:	_____
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